

City of Chattanooga, TN
Personnel Class Specification

Class code 2936

FLSA: Exempt

**CLASSIFICATION TITLE: GRANTS AND SPECIAL INITIATIVES
COORDINATOR**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate all aspects of special initiatives and grants for the Parks and Recreation Department including assessment of special project opportunities; developing partnerships; securing funding; managing project implementation and administration. Coordinates city-wide grant seeking efforts by serving as the primary contact person to federal level lobbyists.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develops special initiatives in conjunction with managers that directly apply to the departmental mission, health and wellness components, the City's Outdoor Initiative, and publicly adopted city-wide plans such as the Greenways Master Plan and the Long Range Transportation Plan.

Establishes goals and objectives for special initiatives; locates project partners and secures necessary public support; determines best method of funding special initiatives; communicates initiatives to department staff; and monitors progress and outcomes of initiatives by creating project milestones and evaluation measures.

Analyzes programs and services to identify effectiveness and needed improvements in methods, procedures and policies in the delivery of services by conducting research and program evaluation.

Creates networks and coalitions to promote community outreach and enhance public-private partnerships; consults with and requests input from organization representatives, the public, business/civic leaders, etc. regarding city programs, services and initiatives to facilitate and support the decision-making process.

Manages departmental requests for capital improvements and repair/replace needs by communicating appropriate deadlines, gathering requests, and submitting department requests to capital planning and finance.

Confers with departmental managers to prioritize capital improvements and repair/replace needs; verifies request submissions; inspects facilities; and consults with facility managers; meets with departmental managers and finance to determine rating scales to measure requests.

Analyses available capital and operating funds working closely with finance to ensure funding sources are appropriately allocated for expenditures.

Guides the department through state mandated benchmarking program by compiling documentation; designing Parks and Recreation Advisory Board; coordinating meetings and activities of the board; working in conjunction with Hamilton County Parks and Recreation on mutual benchmarking standards.

Reviews legal contracts entered into by the department to ensure compliance with contract requirements by all parties; communicates with the City Attorney's office to resolve contract questions and conflicts.

Ensures compliance with guidelines of granting agents and with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Provides direction, guidance and assistance to employees; provides training as needed; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Solicits and secures external grant/foundation funding for the City of Chattanooga; determines whether to apply for various grant programs; develops persuasive, compelling proposals designed to win competitions against proposals from other cities; writes grant applications following prescribed format.

Manages and oversees grant/foundation accounts and activities; continually assesses projects through development stages; resolves problems that arise in development of proposals; develops strategies and pursues alternatives to improve concept of projects; prepares status reports on progress of projects; verifies and prepares financial reports in accordance with grant/contract guidelines.

Writes/implements grant control policies and procedures; performs accounting procedures for grants and contracts; establishes budgets in accounting system; ensures availability of funds; determines whether expenditures are allowable under grant guidelines; prepares monthly bank reconciliation.

Compiles or monitors various administrative or statistical data; performs research; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports.

Prepares or completes various forms, reports, correspondence, grant proposals, grant applications, flow charts, statements, charts, diagrams, annual reports, or other documents; submits appropriate reports to agencies/individuals.

Receives various forms, reports, correspondence, grant documents, balance sheets, statistical data, spreadsheets, policies, regulations, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, graphics, or other software programs.

Communicates with supervisor, city officials, employees, other departments, federal/state government agencies, funding agencies/foundations, source persons, buyers, vendors, architects, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings; represents the department on boards and committees; makes speeches or presentations.

Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance, Economics, or closely related field; supplemented by three (3) years previous experience and/or training that includes grant writing or grant coordination; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: May, 2006